HOA Annual Meeting Notice Template

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Notice of Annual Meeting of Members

[Association name]

[Date of notice]

To all members of [Association name]:

The annual meeting of the members will be held on [day, date] at [time] at [place / online at [link], with the dial-in [number]]. Registration opens at [time].

Agenda

- Call to order and proof of notice
- Determination of quorum
- Approval of the minutes of the [date] annual meeting
- Reports of the president and the treasurer
- Presentation of the [year] budget
- Election of [number] directors to [term] terms
- [Other business properly brought before the meeting]
- Owner questions
- Adjournment

Election of directors

[Number] seats are open. The candidates are: [names]. [Nominations may also be made from the floor / Nominations closed on [date] under Section [number] of the bylaws.] A brief statement from each candidate is enclosed.

Quorum and voting

Under Section [number] of the bylaws, [percentage or number] of the members present in person or by proxy constitute a quorum. If you cannot attend, please complete the enclosed [proxy / absentee ballot] and return it to [address or email] by [date and time] so your home is counted.

Enclosures

- Proxy form
- [Ballot]
- Candidate statements
- [Proposed year budget]
- Minutes of the last annual meeting

Questions: [manager or secretary name], [phone], [email].

Secretary, on behalf of the Board of Directors

This template is a starting point. Notice periods, fee limits, and voting rules vary by state and by governing documents, so check both, or ask your attorney, before sending. State summaries: havnhq.com/hoa-laws.